



Electronic Records and Data Migration Plan

^Insert Agency Name^

^Insert Program Name^

^Insert Program Code^

Introduction

Montana Administrative Rule 44.14.101 – RECORDS RETAINED ON DIGITAL MEDIA - allows agencies to retain official records in digital format, as long as the agency has a Retention Schedule and a Migration Plan that has been approved by the State Records Committee; on file with the Secretary of State Records and Information Management office. Refer to the Secretary of State's website for additional information or for links to required forms.

Purpose

The purpose of this migration plan template is to ensure that the agency is setting forth the protection protocols and practices necessary to keep official, digital records, readable and accessible, for their entire lifecycle. This is true, whether a record is being kept for 2 years or 200 years. Migration protocols and practices must be conducted when, but not limited to, software version upgrades, data or records conversions, refreshment cycles for long-term and permanently archived records.

Definitions

Data Owner – the business or work unit that generates data from functions or processes it conducts, and is responsible for the official record data.

Lifecycle – the period of time that ensures access to and readability of records and data as created, received, actively or inactively used and maintained through the final stage of, either, permanent retention or final disposition.

Media – A piece of media that allows records and data to be copied on to it which can then be read back by a computer or related peripheral equipment .

Migration Plan - The processes identified and implemented when copying the contents of a piece of media to new or upgraded media (possibly using a different storage technology or density).

Program Name: the business or work unit title that owns the records and data, and is responsible for its management.

Program Code: the business or work unit number, as associated to the program's records and information management activities. If unknown, contact the agency's Records Custodian or the Secretary of State Records and Information Management Division.

Format - package(s) of information that can be stored as a data file, as bits and bytes or data streams (aka bit streams, byte streams). The particular format assigned to information as it is encoded for storage.

Records Owner - the business or work unit that generates records from functions or processes it conducts, and is responsible for the official records.

Records Series – a group of related records, stored and retained as a “unit” of records.

Migration Plan Statement

Changes in technology may bring about changes in underlying business processes. Changes in business processes may bring about changes in software and electronic capability. The age or characteristics of the electronic media, currently in use, may require migration from one media source to another. Whenever necessary or required, from a business perspective, it is the plan of the agency's data and records-owning Program(s), in partnership with its information technology services staff, to migrate electronic data and records to a new media and or new supporting software.

The Migration Plan guideline constitutes the requirements for the migration of electronic records and data to a new media or to new software.

As related to the owning Program(s), it is also the commitment to:

- ❖ use open
- ❖ employ robust methods to prevent, detect and report errors,
- ❖ ensure sufficient use of media availability, sustainability and replacement,
- ❖ adhere to the lifecycle (longevity) of electronic records and data,
- ❖ understand and avoid susceptibility to degradation or deterioration,
- ❖ determine a favorable cost/benefit ratio, and
- ❖ explore availability of methods for recovering records from potential loss and establish appropriate emergency recovery plans, accordingly.

As related to the agency's information technology staff, or to an external hosting service provide, it is also the commitment to:

- ❖ preserve the technology used to create or store the records,
- ❖ emulate the technology on new platforms,
- ❖ migrate the software necessary to retrieve, deliver and use the records,
- ❖ migrate the records to up-to-date formats, and
- ❖ test assure the converted records meet the standards of digital access and readability, en masse, on selected media.

Specific Detail of Migration Plan

Also see Appendix A – Migration Plan Checklist to ensure required aspects of a migration plan are included. It is the intent of the plan to ensure uniform integration with current platforms and/or supporting software, that accessibility and readability verification steps are performed on the data files and object accountability of the source application, the new source application and any archived applications.

Responsible Parties Signatures and Dates

Records or Data Owner Name and Title

Date

IT Administrator or Manager Name and Title

Date

If the Migration Plan is being used for multiple Records Retention Schedule Items (records series), duplicate and include a signature lines for each Record Owner and associated Information Technology staff authority.